

Residential Pre-Licensing, Licensing and Follow-up Visit Checklist

Pre Licensing	Initial Licensing	Follow-Up Visit	Change of Address			Other
Name and Address of Facility		Date	Type			Board
			CTH I <input type="checkbox"/>	CTH II <input type="checkbox"/>		
			SLP I <input type="checkbox"/>	SLP II <input type="checkbox"/>		
Standards		Yes	No	N/A	Partial	Comments
1.0-All Community Training Homes must pass a Fire Safety Inspection by the State Fire Marshal's office. See fire codes http://www.llr.state.sc.us/firemarshal.asp. The State of SC has adopted the International Fire Codes requiring the following for residential group settings (R) : 1) Emergency escape and rescue openings (windows) shall have a minimum net clear opening of 5.7 feet (Exception: The minimum net clearance of an opening of 5.0 for ground floor.) 2) Minimum height of 24", width of 20". A window with the minimum height of 24' will require a width of 30" to meet the minimum 5.0 square feet (34' width for 2 nd floor to meet 5.7 feet). A window with a minimum width of 20" will require a height of 36" to meet the minimum of 5.0 square feet. (41" height for 2 nd floor window to meet 5.7 square ft.) 3) Window sill height not greater than 44".						
						1.0- An operable telephone

Standards	Yes	No	N/A	Partial	Comments
1.0-Sprinkler system (if applicable) (CTH II & CRCF must have Type 13 sprinkler systems when 4 consumers are unable to evacuate independently w/i 3 minutes of a fire drill)					
1.0-Emergency lights (CTH II) that can generate @ least 8 watts/6volts.					
1.0-- GFCI electrical receptacle if it exists w/i 6 feet of a sink					
1.1 Smoke detectors in all sleeping rooms					
1.1-Smoke Detectors every 30 feet in hallways					
1.2- At least one operable carbon monoxide detector when fuel burning appliances used in the home (gas stove, gas dryer, oil furnace, gas logs)					
1.3- Cooking areas must have at least 1 fire extinguisher- meet minimum classification of 2A:10BC					
1.4- Fire evacuation plan					
1.4-Emergency numbers readily accessible					
1.7- Pass an Electrical Inspection by a licensed inspector					
1.8- Pass an HVAC Inspection by a licensed inspector					
1.9-Water quality inspection by DHEC when not on a public water line					
1.10- Sanitation Inspection by DHEC if serving children (17 or younger)					

Standards	Yes	No	N/A	Partial	Comments
1.11-Lead Paint risk assessment by DHEC prior to serving children less than 6 years old.					
2.0-First Aid Kit w/basic first-aid reference guide (check for expiration dates)					
2.1-Flashlight for each level of the home					
2.2-Bedroom at least 100 sq ft/160 sq feet for double occupancy					
2.2-Bedroom with operable window/operable lighting					
2.3- One lavatory, toilet and shower/bathtub for every 6 household members					
2.6-Hot water no less than 100 degrees, never more than 120					
2.7-Free from obvious hazards, clean, free of offensive odors					
2.7-Equipment in good working order					
2.7-Chemicals in secure (locked) area away from food and medications					
2.7- Pets allowed if vaccinations current (and no potential risk assessed).					
4.0- Medications in a locked & sanitary area					
SUPPORTED LIVING MODELS I & II					
Standards	Yes	No	N/A	Partial	Comments
SL 1.0- Must afford residents basic comfort					

Standards	Yes	No	N/A	Partial	Comments
SL 1.0-Working sink with hot (100-130 degrees) and cold running water					
SL 1.0-Operable heat					
SL 1.0-Working tub/shower with hot/cold running water					
SL 1.0-Working toilet					
SL 1.0-At least one bed with mattress for each resident					
SL 1.1-Smoke detector on each level					
SL 1.1-Carbon Monoxide Detector if fuel burning appliances used					
SL 1.1-Lockable exterior doors and windows					
SL 1.1- A working telephone					
SL 1.1-Free from obvious hazards					
SL 1.1-Sanitary					
SL 1.2-Must afford each resident space and privacy (including lockable bathing/toileting facilities)					
SL 1.2-Lockable bathing/toileting facilities					
SL 1.3- State Fire Marshal Inspection-prior to certification/annually/after major structural changes					

Standards	Yes	No	N/A	Partial	Comments
SL 2.0-Disaster Preparedness Plan-practiced annually/results documented					
SL 2.1-Fire Evacuation Plan practiced monthly until competence established/annually thereafter					
SL 2.2-Standard First Aid Kit-readily accessible/well stocked for all people served					
STAFF/CAREGIVERS (CTH & SLP SITES)					
Standards	Yes	No	N/A	Partial	Comments
6.0 Criminal background checks—SLED, SLED Sex Offender, DSS Child Abuse & Neglect within 6 months of employment. <u>Required for all adults in CTH I home</u>					
6.0 Criminal background checks if serving children—FBI, SLED, SLED Sex Offender, DSS Child Abuse & Neglect within 3 months of employment. <u>Required for all adults in CTH I home</u>					
6.0 Drivers License Check if duties require transportation of consumers					
6.1 Designated staff to develop and monitor individuals residential plan with following qualifications—B. S. Degree in Human Service Field, At least 21 years of age, at least one year of experience with persons with MR or related disability.					
6.2 Support providers at least 18 and have H. S. Diploma or its equivalent					
6.3 Pass an initial physical exam with no condition that would jeopardize health/safety of consumers					
6.4 Pass initial 2-Step TB screening with no evidence of communicable disease.					

Standards	Yes	No	N/A	Partial	Comments
6.5 Support providers trained and deemed competent by Provider in accordance with Policy 567-01.					
Pre-service: _____ Mission, Vision, Values					
_____ Confidentiality, HIPAA (Pre-Service)					
_____ Prevention of Abuse, Neglect and Exploitation (Pre-service)					
_____ Critical Incidents (Pre-Service)					
_____ Consumer Supervision					
_____ Signs & Symptoms of Illness & Seizures					
_____ Recognizing & Responding to Suicidal Behavior					
_____ OSHA Guidelines, Workplace safety					
_____ Fire Safety/Disaster Preparedness					
_____ Consumer Funds					
_____ Medication Assistance					
Before Performing Skill:					
_____ Applied + Programming/ Carolina Curriculum					
_____ Physical Management (Turning, positioning, body mechanics)					
_____ Personal Care (Specific to Job & Population Served)					
_____ CPR					
_____ Lifting, Transfers & Passenger Assistance (Specific to Job/Population)					
_____ Defensive Driving					
_____ Approved Crisis Management (PRA, Mandt, NCI, PCM)					

Signature of Individual Completing Form:

Date: